

Sign-Off Preparation Checklist



Preparing for Agency Sign-Off

The following items must be verified and corrected before performing final sign-off of employee timecards.

Note: Sign-off occurs 5 business days before the next payday by **12:00p.m.**

<input type="checkbox"/>	1	Manage My Requests	Verify there are no <u>unapproved Time Off Requests</u> for the previous pay period. These must be Approved or Refused by the Manager.
<input type="checkbox"/>	2	Reconcile Timecard View	Make sure all exceptions have been reviewed. Missing punches must be corrected and unexcused absences must be corrected unless the absence is due to Leave Without Pay.
<input type="checkbox"/>	3	Employee Hours View	Verify all employees have the correct number of hours for the pay period. Employee hour totals must be in 15-minute increments. Also verify any overtime or compensatory time.
<input type="checkbox"/>	4	Employee Information View	If the agency has board members who are not automatically paid, the amount of pay must be entered into the timecards of the board members. Select the Board Meeting pay code. Then enter the dollar amount of pay in the Amount column.
<input type="checkbox"/>	5	Leave Cases View	Verify that time for employees who have open FMLA or Military cases has been added to the timecards.
<input type="checkbox"/>	6	Pay Period Close View	<ul style="list-style-type: none"> • Verify there are no employees with a Needs Update pay rule. If approvals have not been applied in GHRS by the sign-off date, it may be necessary to enter this employee's time into GHRS. • Verify non-exempt and hourly employees have approved their timecards. • Verify manager approval.
<input type="checkbox"/>	7	Sign-Off	<ul style="list-style-type: none"> • Arrears employees: Sign-off in Previous Pay Period. • Current Employees: Sign-off in Current Pay Period. • Board Members: Sign-off in Previous Pay Period. NOTE: use Board Members HyperFind. • Terminated Employees: Sign-off in Previous Pay Period. NOTE: use Terminated Employees HyperFind.
<input type="checkbox"/>	8	Group Edit Results	Verify sign-off results. Click the Details link to see any failures. Review the timecards for which sign-off failed and re-apply sign-off. Repeat these steps as needed until all timecards are signed off.
<input type="checkbox"/>	9	SUSF in GHRS	The day after sign-off (the 4th business day before next pay day), verify the documents sent from eSTART to GHRS.
<input type="checkbox"/>	10	SUSF in GHRS	Two days after sign-off (the 3rd business day before next pay day), check for rejected documents. Any corrections must be made in GHRS.
<input type="checkbox"/>	11	Late submission of leave usages	These must be processed in GHRS, which will later post to eSTART as a historical edit.